

VEHICLE REQUISITION FORM FOR OUT STATION TRIP

General Instructions:

- a. Vehicle requisition form should be handed over to the General Administration Branch **at least Five days before the journey.**
- b. Vice Chancellor has instructed by his letter dated 2015.10.30, that Staff members of our University who desire to visit out station for official purposes are requested to submit vehicle requisition application to the Office of the Vice Chancellor **at least 3 working days before commencement of the journey** through the Snr. Asst. Registrar / General Administration along with all supporting documents.
- c. The user of the vehicle should take full care of the vehicle during his / her usage, and the loading and unloading of goods / luggage has to be personally supervised by him / her in order to avoid damage to the vehicle or its fittings.
- d. The user of the vehicle together with the driver is responsible for reporting any accidents in which the vehicle may be involved during his / her usage, to the nearest police station, and the Senior Assistant Registrar / Administration immediately after the accident occurs. The information should be provided to the SAR / Administration immediately in writing after returning to the SEUSL.
- e. The user of the vehicle **should not allow any unauthorized persons (anyone other than specified in 5 below)** to travel in the vehicle in any circumstances unless prior approval is obtained from the Vice Chancellor / Registrar.
- f. The user of the vehicle **should not change the route (specified in 9 below)** in any circumstances unless prior approval is obtained from Vice Chancellor / Registrar.
- g. The user should sign in the vehicle running chart maintained by the driver for each journey made every day till the end of the complete journey.

1. Name of the applicant:

2. Designation: Dept.:

3. Contact No/s.:

4. Purpose of travelling:
(Please annex the supporting documents)

5. Name/s of person/s travelling: i.
ii.
iii.
iv.
v.

6. Proposed Journey: From: To:

7. Date & Time of travelling Date: Time:

8. Date & Time of Return: Date: Time:
(From out station)

9. Proposed route: Kandy Batticaloa Ratnapura
(If travelling to Colombo)

10. Name of the place intended to park the vehicle:
(In Colombo - Vehicle should be parked at APC, Mt. Lavinia)

11. Tentative Program:

	Date	Place to be visited
Day 1
Day 2
Day 3
Day 4

Recommended / Not Recommended

.....
Signature of applicant

Date:

.....
Head of the Dept. / Division

(For the use of Administration Branch)

Recommended / Not Recommended

Reserved Vehicle No. Comments (if any)

Driver Name

Date:

Supporting documents attached:

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Snr. Asst. Registrar / Administration

(For the use of Vice Chancellor / Registrar)

Approved / Not approved

Comments (if any)

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Vice Chancellor / Registrar

(For Driver's use)

1. Meter reading at the commencement of journey: KM

2. Detail Report:	Date	Place visited	KM	Sign. (Officer)
Day one
Day two
Day three
Day four
Day five
Day six

3. Final meter reading (at SEUSL): KM

4. Total mileage: KM

5. Reports, if any damages / defects.
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Note: 01. To be returned by Driver to SAR / Admin after completion.
02. Travelling & Subsistence will be paid only after receipt of this form.

Driver Name:

Driver Signature

Date:

Certified Correct

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Snr. Asst. Registrar / Administration